

**IOWAccess Advisory Council
Meeting Minutes of November 8, 2006, 1:00 PM
Hoover Building, Level B, Conference Rooms 2 and 3**

F i n a l

- Present: Sheila Castaneda, Richard Neri, Quent Boyken, Herb Strentz, Dawn Ainger, Mary Maloney, Tom Gronstal, Kelly Hayworth, Barbara Corson, Glen Dickinson, Terri Selberg
- Absent: Miriam Ubben, David Redlawsk, Lawrence Lentz, Bob Brunkhorst, Vicki Lensing, Jeff Danielson, Carmine Boal
- Guests: John Gillispie, Tim Erickson, Rochelle Little, Pat Deluhery, John Hove, Lana Morrissey, Mark Uhrin, Malcolm Huston, Larry Grant, Trooper M.J. Kober, Brent Parker, JoAnn Naples, Gail George, Nicole Gehl, Rod Slings, Mollie Anderson, Tom Huisman, Tricia Snyder, Karen Freund, Diane Van Zante (recorder)

Council Chair, Sheila Castaneda, opened the meeting and noted that a quorum of members was present.

1. Approve Minutes - Sheila Castaneda, Chair.
Herb Strentz and Quent Boyken moved approval of the September 13, 2006 meeting minutes. An oral vote was taken, unanimously approving the minutes as written.
2. State Patrol In-Car Computer Update – Larry Grant and M.J. Kober, Iowa State Patrol.
The IOWAccess Advisory Council approved \$400,000 in funding for in-car computers. With Senator Harkin's help, the Department of Public Safety (DPS) was able to obtain state and federal grants, increasing total funding to \$1.5 million. By the end of the year, 308 of the State's 403 troopers will utilize in-car computers. Individual computer access provides numerous benefits: data can be transmitted electronically to the Department of Transportation, court system and Federal Bureau of Investigation, data can be analyzed in real time, and accident data can be posted within hours (the Iowa State Patrol Crash Reports website is: <http://accidentreports.iowa.gov/>). The new computers are much faster and have wireless interface. They have dramatically decreased the amount of time spent on paperwork. Since databases are now in electronic form, DPS can tap the data for many other purposes. At present, there are no maintenance contracts on the in-car computers, they are only covered by a general warranty. The Chair congratulated Mr. Grant on the success of the program. Kelly Hayworth mentioned that cities are realizing a huge benefit as they are able to access accident information much more quickly.
3. 2007 Meeting Dates - Sheila Castaneda, Chair.
Meeting dates for 2007 have been established. All of the meetings are on the second Wednesday of the month, with the exception of March which will be on the first Wednesday of the month. Sheila will not be able to attend or chair the March meeting.

4. IOWAccess Financial Update - Lana Morrissey, DAS Finance.
The one million dollar appropriation to the IOWAccess fund was received in early October. Expenditures for the month of September totaled \$265,792. Unobligated cash stands at \$857,702 (that figure does not include the one million dollar appropriation). The IOWAccess fund is categorized as a revolving fund, so has no deadline for use.
5. IOWAccess Project Financial Reconciliation - Malcolm Huston, IOWAccess Manager.
Mark Uhrin, John Hove, and Malcolm reviewed all of the accounts that are languishing, questionable, or in the red. Part of the reconciliation included contacting the sponsors to inquire about monies that remain unspent. As a result, several revisions were made to the financials; the next statement will reflect those updates and show an increase in unobligated cash. As a point of interest, Herb Strentz noted that in comparing the amount of funds spent to the amount remaining, the amount remaining is generally about 25%.
6. Department of Natural Resources Onsite Wastewater Construction Permits – Request for Execution Funding (\$150,000) - Brent Parker and JoAnn Naples, Department of Natural Resources.
Brent attended the September Council meeting and spoke about the Department of Natural Resources' (DNR) desire to track information on private sewage disposal systems in Iowa. The DNR issued a request for proposal (RFP) for a business plan to develop such a system. Based upon the plan and requirements that were received, Brent is proposing that the DNR go out for contract to develop the actual program. The DNR sees two options: utilize ITE resources or enter into an outside contract. Not having partnered with ITE before, Brent is uncertain whether the DNR project would be ITE's priority; by partnering with an outside contractor, DNR believes there is a greater probability that their project will be a priority. DNR believes it can complete the first stage of functionality with \$150,000. The initial phase requires online input, development of some reporting mechanisms, and migration of county data.
 - Q. Will the DNR come back to the IOWAccess Advisory Council to seek funding for stages two and three, and if the DNR does not get funding for stages two and three, will completing stage one still be of value?
 - A. The DNR does not have any alternate sources of funding, so it is likely that they will return to ask for additional funding.
 - Q. If the DNR decides to go to an outside vendor, will there be a compatibility issue with other state systems?
 - A. That issue can be addressed in the RFP.
 - Q. John Gillispie indicated that it would be quicker not to go to RFP. Does ITE have the ability to complete the project by DNR's deadline?
 - A. John responded affirmatively.
 - Q. Is it the Council's decision who completes the work?
 - A. It hasn't been in the past.

Council member comments:

The Council should focus on whether the project is worth doing, not on how it gets done. The project should be developed in such a way as to generate recurring revenue.

Statewide projects should be able to interface with the rest of state systems; DNR is encouraged to give ITE a closer look.

Herb Strentz moved approval of the funding; Terri Selberg seconded the motion. An oral vote was taken, resulting as follows:

Quent Boyken – Nay

Dick Neri – Abstain

All others voted to approve. The motion passed.

7. Department of Natural Resources Environmental Compliance and Enforcement Tracking System – Request for Planning Funding (\$20,000) - Gail George, Department of Natural Resources.

Citizens currently do not have a way to see if there are any environmental problems on the property they want to buy or in their neighborhood. The goal of this program is to allow citizens to check the environmental compliance and enforcement status of facilities across all environmental programs regulated by the Iowa DNR. The DNR wants to build a new compliance database to track inspections and complaint investigations and to incorporate several home grown Access/Excel independent tracking systems (to standardize the data across six field offices). In addition to providing public access, others such as the Environmental Protection Agency, Attorney General, Department of Revenue, and Department of Economic Development could benefit from the information. DNR has completed some work to determine what type of information should be tracked in the database. At present, they are asking for \$20,000 for planning purposes. DNR does anticipate requesting additional funds from the Council to build the database. Quent Boyken and Kelly Hayworth moved approval. Terri Selberg questioned whether there were similarities between the DNR project and the Department of Public Safety's (DPS) above ground storage tank system. Gail advised that she was planning to contact DPS. Mollie Anderson, Director of the Department of Administrative Services, stated that the Technology Governance Board (TGB) is charged with evaluating projects to determine if there are similar projects elsewhere in state government. If DNR decides to procure the system, the project will be required to seek approval from the TGB. What is the timeframe for this project? DNR hopes to complete the planning in the next few months so that implementation funding can be requested at the January Council meeting. An oral vote was taken; the motion was unanimously approved.

8. Department of Natural Resources (DNR) Hunter Safety Education Project – Request for Planning Funding (\$20,000) - Rod Slings, Department of Natural Resources.

To be eligible to purchase a hunting license, Iowa law requires anyone born after 1/1/67 be certified in hunter education. The course is offered in all 99 counties with approximately 12,000 students becoming certified each year. The current system is primarily paper-based and has a host of challenges: finding a class, keeping information up-to-date, lost certification cards, and managing registrant information. The process for vendors who issue licenses requires telephone communication between the point of sale and DNR to verify certification. DNR's goal is to transition from a paper process to a web-based system allowing students to locate and register for class, and streamlining license purchase. Dick Neri and Kelly Hayworth moved approval of planning funds. DNR hopes to complete

planning in the next few months. An oral vote was taken; the motion was unanimously approved.

9. Alcoholic Beverages Division (ABD) Enhancements to E-Licensing Application – Request for Design/Execution Funding (\$49,000) - Nicole Gehl, Department of Commerce, ABD. Nicole reported that ABD has made good progress with the electronic licensing system for liquor licenses, and beer and wine permits (system can be accessed at www.IowaABD.com). The system will be 100% implemented at the end of this month and has already issued 3200 liquor licenses to date. Kelly Hayworth mentioned that the system has been of huge benefit to the cities. Local authorities as well as citizens can search license applications. ABD would like to make some enhancements to the current application which would reduce their short and long-term maintenance costs. By spending approximately \$49,000 to rewrite portions of the code, ABD can reduce their maintenance costs of about \$62,000 per year. In addition, the enhancement would include an e-mail notification system and clean up the “view public records” section. Since December of 2005, ABD has been picking up the tab for the maintenance costs. Herb Strentz questioned why the Council should give ABD more money in view of that fact that their other projects (\$133,000 previously awarded to ABD) are currently on hold.

ITE completed the original development for the E-licensing application, but no longer supports it as ABD went with a different provider. For the suggested enhancements, ABD would seek an informal bid. Mollie Anderson, Director of the Department of Administrative Services (DAS), addressed the Council and stated that the cost the Council was being asked to bear was the result of ABD moving away from ITE as the service provider. ABD does have the right to choose a different provider, however since the Council funded the original development and ABD subsequently decided to go with another vendor, it seems inappropriate to ask the IOWAccess Advisory Council to fund code revisions.

Nicole advised that the problems are with the original code and are completely unrelated to the authentication and authorization (termed “A & A”) issue. The costs would have arisen regardless of the move to another vendor. ABD has paid all of the costs to recode the A & A. ABD made the choice to go to an outside vendor to host the application and was able to save over \$500 a month in hosting fees. Because ABD is a charter agency, they have more flexibility than non-charter agencies and can make decisions outside of the scope of DAS. Director Anderson noted that it was important for the Council to fully understand the costs. Quent Boyken moved that the decision be tabled, especially in light of the fact that the Council actually “recommends” funding and Director Anderson may have additional questions about the project. Council members would like ITE to gather more information before the next meeting; they also want to gain a better understanding of the other ABD projects that are on hold. Mary Maloney seconded the motion. An oral vote was taken; Director Gronstal abstained, all others voted in the affirmative to table the decision.

10. Policy Discussion - Malcolm Huston, IOWAccess Manager.
 - a) *Can an agency use funds to support in-house development, or must ITE or an outside vendor be the developer?*

In reviewing the financials, Malcolm tracked down a number of dormant projects to determine their status. Some wanted to use the money to develop their project in-house. Some wanted to divert the money to an entity other than ITE. Malcolm does not believe this issue has previously been addressed, so the Council needs to develop a policy. While the Council cannot actually establish a policy, they can agree on a recommendation. JoAnn Naples, Department of Natural Resources, stated that the DNR was told they had the choice to utilize ITE, an outside vendor, or do the work in-house. What does the planning phase really include? JoAnn has heard that there have been issues with timeliness and getting enough information from the planning phase. Herb Strentz asked how many state agencies are charter agencies. Director Gronstal explained that there are six and that those six have been given a significant amount of freedom; they are not held to the same approval processes that other Executive Branch agencies are. The Director of DAS still has the final say on whether IOWAccess funds are approved or not. The IOWAccess Advisory Council only makes funding recommendations to the Director. Dick Neri expressed concern about utilizing outside vendors; if an agency uses an outside vendor, who owns the software and the rights to it? Sheila Castaneda sees a need for more reusability of the projects to achieve some economy of scale. JoAnn talked about the need for accountability; if a deadline is not met by ITE, what recourse is there? If an agency does not have the option of doing a project in-house or going to an outside vendor, that requirement should be stated upfront. Council members asked Malcolm to put together a flow chart showing how the current process works. The IOWAccess Advisory Council initially wants to get an idea of the scope of the project without spending a huge amount of money. That is the current interpretation of the planning phase. Planning does not include the design of the system. For some customers, this approach does not satisfy expectations for more tangible deliverables. Malcolm is looking at creating a submitters' website that outlines what happens during each phase of the process and what agencies can expect. Customers and council members alike need to understand what occurs in each phase (planning, design, and implementation). Malcolm will compile a list of expectations and deliverables for both groups. He will also look at the issue of accountability.

- b) *Should Design and Execution allow for an exit point or maybe another decision point between Design and Execution?*

This question was not addressed.

- c) *What should happen if an agency substantially delays an application, either delaying start or suspending progress for a period of time?*

This issue was only addressed briefly. When an agency seeks funding but has previously been awarded funds that it is not utilizing, does the Council have the authority to tell the agency to take the money out of existing projects? Mark Uhrin advised that it would be better to revert the original funding and assign new funds.

11. Follow-up Items from Previous Meetings - Sheila Castaneda, Chair and IOWAccess Staff. From the September meeting: Now that the Information Technology Enterprise (ITE) has hired an IOWAccess Manager, how should ITE bill for that person's time? Malcolm is 100% devoted to IOWAccess activities. Mark Uhrin compiled two costing scenarios, one

based on salary, benefits, expenses and overhead, the other on a standard hourly rate. Dick Neri and Quent Boyken moved acceptance of the salary allocation scenario. An oral vote was taken; the motion passed unanimously.

12. Criminal History Record Checks Project Update - Mark Uhrin, DAS-ITE.
No progress has been made on this project.

13. ITE Project Updates - Mark Uhrin, DAS-ITE.
Due to time limitations, this item was not discussed.

14. Iowa Interactive Updates - Tim Erickson, Iowa Interactive.
Tim and Malcolm are working on the new Iowa.gov website. Malcolm sees the Iowa.gov portal as the primary site for citizens to gain access to government services.

15. IOWAccess Manager Update - Malcolm Huston, IOWAccess Manager.
Due to time limitations, this item was not addressed.

16. Wrap Up And Adjourn - Sheila Castaneda, Chair.
Chief Justice Marsha Ternus has named a replacement for her seat on the IOWAccess Advisory Council, but has not yet announced who that person is.

Sheila acknowledged Tom Shepherd for all the work he has done for the Council for the past couple of years.

There being no further business, the meeting adjourned at 3:45 p.m.